



Policy: 4410
Procedure: 4410.08
Chapter: Education
Rule: Requests for School Transcripts

Effective: 07/30/08
Replaces: 4410.08
Dated: 10/10/1997

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) secure facility education programs provide student transcripts to qualified requestors and schools to facilitate re-entry into public school in accordance with the Family Education Rights and Privacy Act (FERPA). ADJC also provides transcript review and diploma readiness information for secure facility education programs.

Rules:

1. The **GUIDANCE COUNSELOR** shall:
 - a. Request transcripts from all schools a student has attended within ten working days of enrollment;
 - b. As transcripts arrive, enter grades and courses completed into Youthbase;
 - c. Develop a manual ADJC transcript if courses cannot be entered;
 - d. Enter final grades for ADJC courses into the Youthbase grades program by the last day of each term.
 - i. Youthbase grades program will be active for five days prior to the end of a term for the purpose of entering final grades.
 - e. Update manual transcripts with grades for those students who require them after each grading period;
 - f. Complete an accurate unofficial transcript for each student over 18 and place it in the education file before the file is sent to Central Office.
2. When reviewing a transcript for high school graduation, the **GUIDANCE COUNSELOR** shall:
 - a. Complete a transcript calculation worksheet and transcript to include attaching:
 - i. Copies of all corresponding paperwork that documents the courses and grades appearing on the transcript; and
 - ii. A print out of the grades page from Youthbase that includes the comment column.
 - b. Fax all documents to the ADJC Student Information Coordinator indicating:
 - i. Reason for transcript review: to include:
 - (1) Possible diploma;
 - (2) Internal use, such as scheduling classes; and
 - (3) Requests from outside sources.
 - ii. Date required (two weeks if possible); and
 - iii. Student's name and K#.
 - c. E-mail the ADJC Student Information Coordinator and Curriculum Director stating a fax has been sent.
3. The **STUDENT INFORMATION COORDINATOR** shall:
 - a. Attach a fax cover sheet and/or school request form to the transcript packet;
 - b. Date-stamped the packet;
 - c. Review the documents in a timely manner to determine accuracy of the transcript;
 - d. Send the completed transcript and packet with corresponding documents to Curriculum Coordinator for approval in sufficient time to meet required due dates to include:
 - i. Two weeks for most internal requests; and
 - ii. Ten working days for outside requests.
 - e. Upon receipt of an approved/disapproved worksheet from the Curriculum Coordinator;
 - i. Notify the school guidance counselor and principal by e-mail of the approval/disapproval that same day;

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- ii. Issue a diploma or make any changes as identified by the Curriculum Coordinator;
and
 - iii. Place a copy of the signed packet in the student's education file.
4. The **GUIDANCE COUNSELOR** shall coordinate with the administrative assistant assigned to the "over 18" files to:
- a. Using a transcript packet compiled by the administrative assistant, complete an unofficial transcript and place a copy in education file sent to central office;
5. For outside transcript requests for juveniles over 18, the **STUDENT INFORMATION COORDINATOR** shall:
- a. Stamp requests with the date received;
 - b. Gather all documents from archived files and:
 - i. Complete a transcript calculation worksheet; and
 - ii. Attach all documents to a printout of the worksheet.
 - c. Forward completed worksheets and documents to the Curriculum Coordinator as soon as possible;
 - d. Mail an official transcript to the requestor upon receipt of an approved worksheet from the Curriculum Coordinator.
 - e. Ensure transcripts are mailed within the 10 day time limit.

Signature Date

4/14/08

Approved by Process Owner

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham, Director